

# theResource

Volume 1, Issue 19, November 2013

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**GEORGIA  
SOUTHERN  
UNIVERSITY**

**INSIDE  
THIS ISSUE:**

|   |   |
|---|---|
| Compliance  | 2 |
| Management Training Series                          | 2 |
| Eagle Experience                                    | 2 |
| "And We're Back on Board"<br>-Comp. & Class         | 3 |
| Grooming Millennials as Managers                    | 4 |
| Spring 2014 Student Employment Job Fair             | 4 |
| Eagle Dining Job Fair                               | 5 |
| Forecasting Your Student Hiring Needs               | 5 |
| Helpful Hints for Recruiting Top Talent             | 5 |
| Diverse Recruitment Strategies                      | 6 |
| Eagle Perks: Spotlight on Dr. McGibony & Associates | 7 |
| Wellness  | 8 |

# theResource

VOLUME 1, ISSUE 19

NOVEMBER 2013

## From the CHRO's Nest:

Happy Thanksgiving!

The Human Resources Team and I would like to wish you all a happy holiday season and also thank you for your continued support and understanding of the bureaucratic processes, paperwork/forms required by our department. Our goal is to ensure that your tenure at the University is as productive as possible, challenging, and allows us the opportunity to provide you the best benefits available as a Georgia Southern Faculty or Staff member.

**Friday, November 22, is the last day for enrolling in your 2014 benefits.** In the last few weeks, we have made a valiant effort to communicate with all benefited employees about the importance of enrolling on or before the deadline.

The Medical Leave Assistance Program enrollment period is still open and is an excellent way to safeguard the continuance of your salary if you have expended all your sick leave. If you are going to lose annual leave at the end of the calendar year because you have over 360 accumulated hours, please consider joining the plan by donating 16 hours of annual leave instead of losing those hours. Please contact Samantha Melton in the Benefits Office if you have specific questions about the program. In order to receive hours from the plan, you must be a member. If you are presently a member, you do not need to renew your membership.

Please remember that the University will be closed during the Winter Break (Christmas and New Year's Day) and in order for employees to not have to return for one day, all benefited employees will have to use two (2) days of annual leave this calendar year. If a Staff employee is eligible for compensatory time and has such in eTime, the 16 hours, or any portion thereof, will be automatically deducted from his/her comp time balance. Otherwise, ADP will automatically charge an employee's annual leave balance.

We wish you and your family members the very best during this holiday season!

Paul Michaud, Associate Vice President

## Open Enrollment Ends Tomorrow!

- **ACTION MUST BE TAKEN!** This is not a passive year like previous years.
- Open Enrollment ends at 11:59pm on Friday, November 22. All benefitted employees must log into ADP to make their benefits selections.
- Please remember, you must certify you and your covered dependents' (age 18+) tobacco use status. Tobacco Use certification is required for employees enrolled in the healthcare plan. If you do not certify, your status will default to tobacco user and a \$50 monthly surcharge will be added to your healthcare premiums.

University System of Georgia Benefits



**we provide · you decide**

## Upcoming Training

Each of the following sessions will be held in the Human Resources Training Room.

### Basics of ADP

December 6  
9:00-10:30 AM

### Personnel Action Form Training

December 11  
9:30-11:00 AM

To sign up for any of these sessions, please visit [training.georgiasouthern.edu](http://training.georgiasouthern.edu).

## Right-To-Know Training

The new Right-To-Know Training is posted on the Board of Regents website. **It is mandatory for GSU faculty and staff to take the training. The Board of Regents requests that all employees take the training by December 1, 2013.** Follow the link below to access the training resources. You will automatically be logged at the end of the training as having completed the course.

<http://www.usg.edu/facilities/resources/training>

For questions, contact Sidney Marlin with Environmental Safety at 478-7066.

## Compliance Training Deadline: November 30

Georgia Southern University's annual compliance training period is winding down. The four compliance courses must be completed by Saturday, November 30. Please remember, Wednesday, November 27 will be the last day on campus for many employees during the month of November, so plan accordingly.

| Course Title                         | Passing Score | Course Material Type | Expected Course Duration |
|--------------------------------------|---------------|----------------------|--------------------------|
| Sexual Harassment and Discrimination | 100%          | Video                | 15 minutes               |
| University System of Georgia Ethics  | 80%           | Video                | 25 minutes               |
| Confidentiality Agreement            | 100%          | Document             | 5 minutes                |
| Drug Free Workplace Act              | 100%          | Document             | 5 minutes                |

Accessing your courses in Building a Better U:

1. Log into your "My.GeorgiaSouthern."
2. Follow the "e-Learning System (Building a Better U)" link.
3. Once in Building a Better U, click on the "My Plan" tab.
4. Click on the "Launch" link that appears when you run your cursor over a course title to begin the course.



If you have any questions, contact Jeff Laws at 478-7120.

## Management Training Series

The Management Training Series is a certificate series intended for all first-time supervisors or managers, as well as managers without prior management training. The six sessions cover valuable information to lead a team and manage effectively.

The series schedule is as follows:

|             |                                      |
|-------------|--------------------------------------|
| January 14  | Becoming a Manager                   |
| January 21  | Communicating as a Manager           |
| January 28  | Roles and Responsibilities           |
| February 4  | Developing Employees                 |
| February 11 | Creating a Positive Work Environment |
| February 13 | Managing Conflict                    |

All sessions will be held in Continuing Education Room 2904 from 8:30am-12:00noon.

Please go to [training.georgiasouthern.edu](http://training.georgiasouthern.edu) to sign up.



## The Eagle Experience

*We want employees new to Georgia Southern to spread their wings and fly!*

This four-session series is intended to introduce and acquaint new employees with all GSU has to offer. The schedule is as follows:

|            |  |
|------------|--|
| January 16 | Tours of the Museum, Wildlife Center & Garden of the Coastal Plain |
| January 23 | Tour of Campus led by a Southern Ambassador, Google Apps Course    |
| January 30 | Lunch with Eagle Dining, ADP, eTime, Policies & Procedures         |
| February 6 | RAC Tour and Wellness Overview                                     |

Sign up at [training.georgiasouthern.edu](http://training.georgiasouthern.edu). For questions, call Jeff Laws at 478-7120.



## And We're Back on Board

**Yes, the hold on reclassifications has been lifted and the Office of Compensation & Classification is working through current requests that were submitted during the hold.**

### **So How Did Phase One of the People Admin Upgrade Go?**

**PeopleAdmin**

Thank you for asking! All positions currently classified on campus were updated to better define the position classification. Every position classification was rewritten and given a more general description, thus reducing the amount of BCATS in the system. The new list of available position classifications will have revised summaries that better define the function of the position, as well as duties and responsibilities that will outline a broad expectation for all positions which fall under the classification. Any position which falls under a specific classification will maintain that BCAT so that there are not hundreds of different BCATS for the same type of position.

In other words, classifications are fixed now!

Many (*oh, many!*) hours of research went into the revision, rewriting, and redoing of position classifications. Non-exempt positions have been reduced to 63 classifications; Exempt positions have been organized into 200 classifications; and we now have classifications for student, temporary, grant-funded, and miscellaneous classifications. In all, the grand total is 302 position classification summaries that have been revised by the Office of Compensation & Classification, and that will be available in the system upon the Go-Live date of the PeopleAdmin upgrade.

### **So, What Does This Mean for Reclassifications?**

Ah, the question of the day! Of course the Office of Compensation & Classification will accept reclassification requests for review. The actual reviewing of requests will be given more attention for increases in knowledge, skills and abilities in job duties and functions which would require a reclassification. A position must be changing so significantly that it is obviously a new position; this will be the leading factor in a reclassification, especially if that reclassification requires a salary increase.

Also, many classifications have been combined and reduced, so there will not be a need to create new position titles and classifications for the addition of one or two duties. If a position falls under an existing classification, it will remain in that classification.

With the People Admin upgrade so close to completion, you may find that your position description has been revised to include those 'extra' duties and functions which may actually still be considered part of the job classification. What this means is while we cannot extend the hold on the review of reclassifications, it could be in the best interest of the department to look at requesting a review of the current duties and responsibilities to better define the position to fit the needs of the department. The Office of Compensation & Classification can conduct an audit of your position(s) and discuss other possible options.

Bear in mind that while the changes in positions will not be drastic in nature, your position classification may undergo some modifications as a result of the upgrade. Every position classification will soon be available on line, as well as other resources to help in understanding position classifications. Currently, while also reviewing reclassification requests, the Office of Compensation & Classification is completing full position descriptions for each classification. Tentatively, we expect to have those completed after the new year.

Look for HR training sessions to be held soon that will further explain some of the changes, and help you understand the new system. As always, we thank you for your patience and understanding during this process!

*And look for the workplace adventures of Karol to continue, as well!*

For questions, contact Fern Illidge at 478-5374 or [fernillidge@georgiasouthern.edu](mailto:fernillidge@georgiasouthern.edu).

**WE'RE  
BACK!**

## Perceived Generational Strengths

### Baby Boomers

- Executive Presence
- Cost Effective
- Hardworking



- Revenue Generator
- Relationship Builder
- Entrepreneurial
- Problem Solving

### The Millennials

- Social Media
- Adaptability
- Tech Savvy
- Enthusiastic

Based on an Ernst & Young survey in the November Issue of *Employee Benefit News*.

## Grooming Millennials as Managers

Millennials are looking for “flatter organizations and less hierarchy,” says Brad Karsh, co-author of *Manager 3.0: A Millennial’s Guide to Rewriting the Rules of Management*, who says he has spoken with 10,000 Millennials. “They think about their careers as scaffolding, not ladders. On ladders, there’s only one direction and only one person can go up at a time. You can’t pass anybody, and you can’t walk over, drop down a bit, and then keep going up. Millennials don’t think ‘Am I driving to be the next CEO?’ They think ‘Am I learning, growing and developing? Am I fulfilled?’ If so, it makes sense to make a lateral move.”

Chuck Underwood, founder of The Generational Imperative Inc., a consulting firm in Miamisburg, Ohio, and host of the PBS television series “America’s Generations with Chuck Underwood,” believes that Millennials will change the traditional corporate hierarchy. “Instead of vertical, it will be horizontal,” he says. “They will lead by group decision. Millennial leadership teams will be connected virtually, rather than physically.”

Because Millennials are team oriented, Underwood recommends that organization leaders capitalize on this characteristic. The healthcare industry provides an example of how things are changing. “It had always been very hierarchical, with the doctor, then the nurse, then the nurse’s aid, etc.,” he says. “Now health care is focusing more strongly on team dynamics and team care. Millennials flourish in groups.”

They aren’t comfortable acting alone, however, so Millennials being groomed for management need training on how to stand strong alone and work individually. “They are excellent in group and team dynamics. They are not as strong when given a single, long-term task they must complete on their own,” Underwood says. “Management needs to train Millennials in being decisive and how to be stand-alone decision makers.”

Millennials also benefit from development programs that help them understand all the parts of the organization. Emily Forrester, SPHR, vice president of HR for the Iowa Bankers Association, says: “The most common developmental program I’ve seen at our member banks has been emerging leadership programs that are designed to give Millennials exposure to the senior management teams and to additional operational areas within their banks. This gives Millennials an opportunity to connect the dots to see how everyone’s role is important to the overall success, identify areas for improved collaboration, and understand the opportunities available for future developmental and leadership opportunities.”

Source: Kathryn Tyler, October 2013 Issue of HR Magazine.

**Come Join Us for the.....**

DEPARTMENT OF HUMAN RESOURCES  
**STUDENT EMPLOYMENT CENTER**  
GEORGIA SOUTHERN UNIVERSITY

# Job Fair

## SPRING 2014

**Meet potential employers**  
**On-site Interviews**  
**Business casual dress required**

**Thursday, January 16**  
**9 a.m. - Noon**  
**Russell Union Ballroom**

**GEORGIA SOUTHERN UNIVERSITY**

@GASouthernSEC  
 @GASouthernSEC

Having a hard time locating a student employee? Posted a job and got overwhelmed with hundreds of applications? Let the Student Employment Center assist with locating a student employee more efficiently. Attend the Spring 2014 Student Employment Job Fair and find your dream student employee! Attending the job fair allows you to get out of the office and interact with great students who are seeking employment. Upon meeting an interested student, you can conduct an interview and then make a hiring decision the same day. The Student Employment Center challenges on-campus departments to make the Spring 2014 Student Employment Job Fair the biggest yet! If you have any more questions or concerns, please contact Rieshawn Williams at 478-7158 or [rwilliams@georgiasouthern.edu](mailto:rwilliams@georgiasouthern.edu).



## Eagle Dining Services Job Fair

The Student Employment Center would like to thank the management team at Eagle Dining Services (EDS) for their partnership with the Fall 2013 Eagle Dining Services Job Fair. The event, which was held on Monday, November 11, 2013 at 6 PM, allowed interested students to interact with hiring managers regarding employment opportunities with EDS. Approximately 238 students attended the event and EDS hired 105 new student employees on the spot!



## Forecasting Your Student Hiring Needs

As this semester comes to an end, start forecasting your student hiring needs. Do you have student employees that are graduating or does your department require additional assistance in the upcoming months?

If you answered yes, then don't delay. Contact Kyle Herman with the Student Employment Center at 478-7159. Allow us to assist you in locating student employees.



# Helpful Hints for Recruiting Top Talent

You've just completed the recruitment process for a vacancy within your department. After reviewing applications, it's been determined the position will need to be reposted in hopes of attracting more qualified applicants. What went wrong during the recruitment process? The following are a few helpful hints in developing a recruitment plan:

**Select a Committee**—The committee should consist of individuals that are familiar with the position and the qualifications needed. The committee can consist of the hiring manager, supervisors and co-workers. Some committees may even consist of an internal or external customer. An example of an external customer in the higher education environment is a student. Hiring managers may want to consult with Human Resources in developing a recruitment plan. Each committee member will be able to bring a diverse perspective of the top characteristics and qualifications exhibited by successful employees. The same committee members may serve on the interview panel.

**Job Description**—A part of developing the recruitment plan is to ensure the job description is up to date. Hiring managers should review the job description to guarantee the minimum qualifications and essential duties are clear. This will assist candidates in determining their qualifications for the position. A vague job description will increase the chances of unqualified candidates in applying. Also, hiring managers should review the salary for the position. Ensuring a competitive salary is available will attract the right candidates.

**Compose Interview Questions**—The selected committee can work together in composing interview questions. These questions should be legal and pertain to the job. Hiring managers are strongly encouraged to use behavioral interview questions. If there is a question of what's permissible during the interview process, the hiring manager should consult with Human Resources before proceeding.

**Cast a Wide Net**—The hiring managers should seek guidance from Human Resources concerning the best outlets to advertise the vacant position. Staff members will assist with providing diverse advertising outlets which may include industry publications. The most inexpensive advertising is the word of mouth. Inform employees of the open position. Also, the department will need to ensure their website is updated and resourceful for applicants. If a qualified applicant is interested in a position, there is a great chance the candidate will search through the University's website.

For more information about recruiting top talent, contact the Jamie Thomas at (912)478-1520 or Nancy Whitfield at (912)478-0628.

## Top 10 Employee Health Problems



1. High Blood Pressure
2. Allergies
3. High Cholesterol
4. Back Pain
5. Gastrointestinal Disease
6. Headaches
7. Anxiety
8. Asthma
9. Depression
10. Diabetes



*According to a recent report, comprised of aggregate wellness data from health-risk assessments across the ComPsych HealthyGuidance book of business, the top 10 health issues.*

## Diverse Recruitment Strategies

When Human Resources proposes strategy for effective recruitment, a manager might take grave effort to repress a tip-of-the-tongue retort: We're not trying to hire a brain surgeon. No, you're not. But, if you were, wouldn't you want to conduct your recruiting efforts in such a fashion as to attract the best brain surgeon by casting your net wide across the expanse?

Flanked by a rough economy on one end and the need to attract top talent on the other, hiring managers have the not-so-easy task of deciding to spend additional money toward attracting top talent and knowing that acquiring and retaining the best employee is what it's going to take to align hiring decisions with the University's goals and strategies.

Employment Services has in the past two months encouraged managers to take extra steps in selecting additional recruitment options in good faith to ensure University recruiting efforts are aimed at fostering equal opportunity, diversity, and ultimately – progress. These are benefits beyond the purse strings, a qualitative return on investment. Areas of particular interest are where jobs, job groups and/or departments show frequency on the affirmative action radar.

According to the 2013 Affirmative Action Program where the monitoring (by job group and organizational unit) of hires, promotions, terminations and applicant flow is reported, gender and race disparities exist in a number of areas, including skilled crafts and exempt posts, from entry to executive levels. Please note: It is incumbent upon everyone and imperative, too, to understand that placement goals for those lacking areas pay no homage to quota, but refer only to filling positions with people who possess requisite education/knowledge, skills and abilities to get the jobs done well.

Nevertheless, while mapping an equal playing field for women and minorities, recruitment strategy beyond race and gender should be a major focus of efficient recruitment. The benefits of a diversified workforce are boundless.

Weighing in is Diversity Services Director Gary Gawel who offers greater clarity to these benefits. He states, "Diversity brings different talents together working towards a common goal, using different sets of skills. This increases productivity and retention. With so many different minds coming together more solutions will arise as each individual brings in their way of thinking, operating and problem solving. Diversity recruitment is necessary for us to have a workforce with diverse ideas."

*For more information, contact Nancy Whitfield at 478-0628.*

## Recruiting Top Talent for Georgia Southern University

Employment Services exist to assist hiring managers with locating optimal talent. In continual efforts to reach the regional job market, we have recently attended the following job fairs:

- Southeast Georgia Career Expo – Savannah, Georgia
- Paychecks for Patriot Career Expo – Savannah, Georgia
- East Georgia College Career Fair – Swainsboro, Georgia
- Georgia Southern University Career Expo – Statesboro, Georgia
- Veteran's Appreciation Career Fair – Savannah, Georgia
- Army Career and Alumni Program (ACAP) – Fort Stewart, Georgia





*Congratulations to Dr. McGibony & Associates for winning the "Best Decorated Table" at the Benefits and Wellness Fair on October 29.*

**Eagle Perks Offer**  
Faculty/staff get  
10% off your first  
visit.



378 Savannah Ave.  
Statesboro, GA 30458

912.764.4403  
[drmcgibony.com](http://drmcgibony.com)

### About the Practice

Dr. McGibony & Associates offer a wide range of dental services, typically providing every type of service without having to refer you to other specialties. This flexibility saves you time and keeps your total dental care within one practice. The emphasis is placed on total preventative care. Total care begins with regular hygiene visits, regular check-ups and continued home oral health routines. The primary goal is to achieve and maintain optimum oral health through advances in techniques, technologies and by maintaining scheduled dental exams.

### Services

- General Dentistry for the Entire Family
- Cosmetic Dentistry
- Teeth Whitening
- Invisalign Preferred Provider
- Under Armour Authorized Provider
- Aesthetic Hygiene Services

### Doctors

- Jason McGibony, DMD
- Thomas Marshall, DMD
- Henry Proctor, DDS





# University Wellness



## Maintain, Don't Gain!

### SAVE THE DATE!

### Wellness Week

**2/17—2/21**

We all LOVE and look forward to the holiday season. But we all DREAD what it brings; comfort foods & drinks, over-eating, and ultimately weight gain. I always hear people pledge to stick to their diets through the holidays. Is that a realistic goal, really? If your goal is to continue losing weight through the season, I say NO. However,

if your goal is to simply maintain your current weight, I say ABSOLUTELY! So much emphasis is placed on losing weight and having that alone be the reason to celebrate. Why don't we ever celebrate over not gaining weight. I will take that plan any day! So, I say to you as you prepare for the holiday meals, don't put so much pressure on yourself. Make your goal to simply maintain your weight. If you can do that, you will be ahead on any weight loss resolutions in the New Year!

### Why Helping Others is Good For Your Health.....

Studies have shown that helping others is as much a benefit for you as it is to the person you helped. Humans have evolved as creatures of compassion. It is wired in us to take care of our young and to keep our friends. We are all wired with the ability to be empathetic. Therefore, when you do something good for someone, you feel good too. One of the ways to cope with depression is to volunteer. "I feel so awful after I volunteer", said nobody ever! There are multiple ways to help others on our own campus. Currently, a warm clothing drive is happening. Find a collection bin at the library, RAC, HR, Dining Commons, Eagle ID Center and Residence Halls and give your gently used warm clothes today. You may also want to pick a tag off the Holiday Helper Tree in the Russell Union. Many people don't have the means to have a holiday as abundant as others. This helps make the holidays special for them too. For some, this is the only gift they will receive during the holidays.

**Enjoy FREE RAC access December 16—20 & January 2—10!**

**Visit us @ [recreation.georgiasouthern.edu/wellness/](http://recreation.georgiasouthern.edu/wellness/) for more information!**

**Like "WellnessGSU" on facebook!**



**Who: Faculty and Staff**  
**What: True Blue Pride**  
**When: Every Friday!**  
**Where: GSU Campus**

**True Blue Resolution.....be a part of**  
a great Eagle Tradition by wearing  
blue on Fridays!

## **eagletemps** *immediate staffing solutions*

*EagleTemps ~ Immediate Staffing Solution*

Department of Human Resources offers managers the opportunity to hire temporary employees from diverse staffing pools. Temporary staffing pools are designed to provide immediate solutions to maintain temporary staffing pools for various positions and provide documentation of top candidates.

Eagle Temps recruit professional, administrative, skilled and unskilled labor.

The applicant pool can be utilized for seasonal peaks, special projects, and other needs.

To request to use the EagleTemps pool, complete the Temporary Job Posting Form and select the Eagle Temps option.

*For more information about EagleTemps, contact Jamie Thomas at (912)478-0520.*

**We would like to welcome Omni Fight Club to Eagle Perks!**

**FOR FREE CLASSES GO TO  
OMNIFIGHTCLUBGEORGIA.COM  
& CLICK SIGN UP NOW!**

1. Follow the steps to create your online profile
2. Click on the sessions and memberships tab & select "Free Class with Promo Code"
3. Type in promo code OFC123 at checkout.
4. Go to the classes tab & sign in to an available class!



**PROMO CODE: OFC123**

